



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Supervising Data Control Clerk

Department: Administration

Division: Municipal Court

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday – Friday, 9:00 am – 4:30 pm

Salary: \$45,000 - \$55,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Supervising Data Control Clerk for the Department of Administration within its Division of Municipal Court. Under the direction of the Chief Judge and Court Management, the Supervising Data Control Clerk is expected to supervise the Data Entry unit. The ideal candidate must be able to organize and coordinate with the Data Entry unit and ensure that all aspects of the unit are processed accordingly.

Job Duties:

- Interprets and administers programs and procedures for the data control unit.
- Prepares work programs and schedules.
- Checks progress of routine and special operations.
- Coordinates work of employees to ensure continuous flow of work and completion of assignments on schedule.
- Supervises and controls the adding, deleting, and modifying of computer input data by processing coded information forms.
- Supervises checking, verifying, and proof-reading to ensure accurate, timely issuance of data.
- Maintains control records of released data.
- Supervises staff performance and directs, instructs, and assigns work responsibilities to them.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: High School Diploma or GED required.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Experience: At least three (3) years of clerical or data processing experience.

Required License: Principles of Municipal Court Administration (POMCA) levels 1 through 2 completed or should be registered for conditional accreditation.

Essential Skills:

- Ability to comprehend rules, regulations, routines, and procedures pertaining to the unit.
- Ability to give assignments and instructions to individuals and groups.
- Ability to devise work schedules and see that emergency and rush assignments are completed on time.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Preferred Education/Skills/Qualifications:

- Five (5) years of clerical or data processing experience preferred.
- Knowledge of basic operation of the unit's record and computer equipment after a period of training.
- Knowledge of problems involved in preparing equitable work schedules and in handling rush and emergency assignments on time.
- Ability to prepare reports of unit activities.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/03872.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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